

**CDHS/Colorado Works  
Statewide Strategic Use Fund**

**Ten Tips for a Quality Application**

1. Don't assume that the grant reviewers know anything about your program or the types of services you provide. Be very clear in describing what you do.
2. Follow the instructions/guidelines to a T. These are not just suggestions – reviewers will notice when an application is out of compliance with the guidelines.
3. Have someone who doesn't know your program read your application. Then, ask that person questions about your program and proposed project. Can they answer them?
4. Be specific regarding your statement of need and target population: who? why? For example, if your project will serve teen parents, be sure that you clearly articulate why teen parents in your targeted area need your proposed project.
5. Details, details, details! Err on the side of over-explaining what your project will do, who will be served, why it is important, and how it will improve the overall welfare of Colorado.
6. Ensure that your letters of support include letters from counties/agencies with whom you intend to deliver services, especially in cases where you are expanding services to new areas of the state.
7. Don't be shy about sharing your successes – share as much evidence/data you have that demonstrates that your program works.
8. Always keep the four purposes of TANF in mind – every project that is funded through the SSUF must clearly and distinctly meet a purpose of TANF and serve TANF-eligible families.
9. Edit, edit, edit! If you are copying and pasting from a previous grant application, be sure that all the information you provide strictly follows the SSUF's RFA, and that data and timelines are current.
10. Check your budget! Make sure that the numbers on your budget and budget narrative match. Double-check your math; make sure all the rows and columns are added correctly.